

## ATTACHMENT J-4 – STAFFING CHART

### Instructions for Completing the Staffing Chart:

To ensure that all cost and staffing proposals are evaluated fairly, it is imperative that proposals be presented as clearly and as consistently as possible.

In addition to the presentation of staff resources by cost groups under the ETA 2110 format, it is necessary to display, for the purpose of evaluation, the number of staff by functional groups in accordance with the outline of the Statement of Work, Part I, Section C.

The following Staffing Chart shall be completed. The number of staff in each function shall be shown on this chart. The costs of each staff position shall be shown in the narrative justification for each ETA 2110 line of your cost proposal. Each contractor has its own manner of organizing its staff; however, for the purposes of this proposal, follow the outline of this Staffing Chart. Also, to assure cost proposal consistency, please allocate each staff member cost in your cost proposal in accordance with the ETA 2110 Line Number and Cost Code, as detailed in PRH Chapter 5, for each separate position.

Different contractors have different position titles for similar functions. However, for purposes of evaluation, offerors may not change position titles in column 1. Where offeror's position titles differ, actual titles should be entered in the "Remarks" column. The Staffing Chart describes functions. In the event that a position is so unique that it does not fit any title on the chart, place the position in the appropriate place on the chart and indicate by Line Number and/or Cost Code where it can be found in your cost proposal.

### Definitions.

1. Standard Position Title
2. The number of staff at each position title. If none are proposed, leave the line blank. If one person performs more than one function or one person performs the same function in two or more different functional areas, show the allocation of that person's time as a decimal (e.g., .5) allocation to the proper line.
3. If a position is subcontracted, show the number in the appropriate column.
4. Remarks. The center title, if different from the title shown in the left-hand column, and any comments you wish to make.

# ATTACHMENT J-4 – STAFFING CHART

Line 01 Academic Personnel	Full-Time Equivalent		Remarks
	Prime Contractor	Subcontractor	
Career Training Services Director			
Academic Manager			
Academic Supervisor			
<b>Instructors: Please list by Academic Program</b>			
Reading Instructor			
Math Instructor			
Applied Academics Instructor			
HSE Instructor			
High School Diploma Instructor			
English as a Second Language Instructor			
Driver's Education Instructor			
Communications Instructor			
Wellness/Safety Instructor			
Information Technology Instructor			
Instructor Substitute			
<b>Support:</b>			
Testing Coordinator			
ACT/OCT Coordinator			
Administrative Assistant			
Secretary			
Clerical			
Other Academic Positions (Specify)			
<b>Subtotal Academic Personnel</b>			
<b>TOTAL Academic Personnel</b>			

## ATTACHMENT J-4 – STAFFING CHART

	Full-Time Equivalent			
Line 03 Career Technical Training (CTT) Personnel	Prime Contractor	Subcontractor	National Training Contractor	Remarks
Career Training Services Director				
CTT Manager				
CTT Supervisor				
<b>Instructors: Please list by CTT Offering</b>				
Career Exploration Instructor				
Instructor Substitute				
<b>Support:</b>				
CTST Coordinator				
WBL Coordinator				
Testing Coordinator				
Administrative Assistant				
Secretary				
Clerical				
Other CTT Positions (Specify)				
<b>Subtotal CTT Personnel</b>				
<b>TOTAL CTT Personnel</b>				

# ATTACHMENT J-4 – STAFFING CHART

Line 05 Career Success Personnel	Full-Time Equivalent		Remarks
	Prime Contractor	Subcontractor	
Career Success Director			
Residential Living Manager			
Residential Living Supervisor			
Center Shift Manager			
Counseling Manager			
Counseling Supervisor			
Recreation Manager			
Recreation Supervisor			
Student Personnel Officer			
Residential Advisors			
Senior Residential Advisor			
Day RA			
Duty Officer			
Substitute Residential Advisor			
Counselor			
Senior Counselor			
ACT/OCT Counselor			
Senior Recreation Specialist			
Recreation Specialist			
Recreation Coordinator			
Recreation Aide			
Arts & Crafts Instructor			
Leadership Coordinator			
Diversity Coordinator			
Student Government Advisor			
Women's Program Coordinator			
Student Safety Advisor/Coordinator			
Evening Studies Coordinator			
Assistant Student Personnel Officer			
Student Personnel Officer Clerk			
<b>Support:</b>			
Student Store Specialist			
Librarian			
Administrative Assistant			
Secretary			
Clerk			

# ATTACHMENT J-4 – STAFFING CHART

<b>Line 05 Career Success Personnel (cont'd)</b>	<b>Prime Contractor</b>	<b>Subcontractor</b>	<b>Remarks</b>
Other Career Success Positions (Specify)			
<b>Subtotal Career Success Personnel</b>			
<b>TOTAL Career Success Personnel</b>			

	<b>Full-Time Equivalent</b>		
<b>Line 09 Support Service Personnel</b>	<b>Prime Contractor</b>	<b>Subcontractor</b>	<b>Remarks</b>
Dining Hall Manager			
Food Service Supervisor			
Assistant Food Service Manager			
Transportation Manager			
Transportation Supervisor			
Vehicle Fleet Manager			
Child Care Manager			
Child Care Supervisor			
Laundry Manager			
Senior/Lead Cook			
Cook			
Cook Helper/Assistant			
Culinary Worker			
Transportation Coordinator			
Driver			
Substitute Driver			
Child care Teacher			
Child Care Specialist			
Child Care Aide			
Laundry Operator			
Incidental OA/CTS staff			
<b>Support:</b>			
Student Intern/WBL			
Administrative Assistant			
Secretary			
Clerical			

# ATTACHMENT J-4 – STAFFING CHART

	Full-Time Equivalent		
Other Support Positions (Specify)			
<b>Subtotal Support Service Personnel</b>			
<b>TOTAL Support Service Personnel</b>			

	Full-Time Equivalent		
<b>Line 11 Medical/Dental Personnel</b>	<b>Prime Contractor</b>	<b>Subcontractor</b>	<b>Remarks</b>
Medical Services Director			
Health Services Manager			
Health Services Administrator			
Wellness Supervisor			
Physician			
Optometrist			
Mental Health Consultant			
Psychiatrist/Psychologist			
TEAP Specialist			
TEAP Coordinator			
TEAP Assistant			
Dentist			
Dental Hygienist			
Dental Technician			
Dental Assistant			
Pharmacist			
Registered Nurse (RN)			
Vocational/Practical Nurse (LVN/LPN)			
Physician's Assistant/Nurse Practitioner (PA/NP)			
Medical Assistant			
Physician Assistant			
Lab Technician			
X-Ray Technician			
Reproductive Health Specialist			
<b>Support:</b>			
Administrative Assistant			
Secretary			
Clerical			

# ATTACHMENT J-4 – STAFFING CHART

	Full-Time Equivalent		
Other Medical/Dental Positions (Specify)			
<b>Subtotal Medical/Dental Personnel</b>			
<b>TOTAL Medical/Dental Personnel</b>			

	Full-Time Equivalent		
<b>Line 13 Career Prep/Career Transition Readiness Personnel</b>	<b>Prime Contractor</b>	<b>Subcontractor</b>	<b>Remarks</b>
CP/CTR Manager			
Career Preparation Manager			
Career Preparation Supervisor			
Career Transition Readiness Manager			
Career Transition Readiness Supervisor			
Career Preparation Specialist			
Career Preparation Instructor			
Career Preparation Coordinator			
Career Preparation Advisor			
Career Transition Readiness Specialist			
Career Transition Readiness Instructor			
Career Transition Readiness Coordinator			
Employability Specialist			
Substitute Instructor			
<b>Support:</b>			
Administrative Assistant			
Secretary			
Clerical			
Other CP/CTR Positions (Specify)			
<b>Subtotal CP/CTR Personnel</b>			
<b>TOTAL CP/CTR Personnel</b>			

**ATTACHMENT J-4 – STAFFING CHART**

<b>Line 15 Administrative Personnel</b>	<b>Full-Time Equivalent</b>		<b>Remarks</b>
	<b>Prime Contractor</b>	<b>Subcontractor</b>	
Center Director			
Deputy Center Director			
Training/Program Director			
Administration Director			
Administration Manager			
Finance Manager			
Finance Supervisor			
Senior Accountant			
Accountant			
Accounting Clerk			
Bookkeeper			
Procurement Manager			
Procurement Specialist			
Procurement Clerk			
Purchasing Agent/Buyer			
Human Resources (HR) Manager			
HR Specialist			
Personnel Specialist			
Personnel Assistant			
EEO Coordinator			
Staff Training Coordinator			
Business & Community Liaison			
Student Records Manager			
Student Records Supervisor			
Scheduling Clerk			
Student Records Specialist			
Student Records Clerk			
Data Integrity/Quality Assurance Supervisor			
Data Integrity Specialist			
Data Integrity Clerk			
Student Accountability Officer/Duty Officer			
Property/Supply Manager			
Property/Supply Officer			
Property/Supply Specialist			
Property/Supply Clerk			



**ATTACHMENT J-4 – STAFFING CHART**

<b>Line 15 Administrative Personnel (cont'd)</b>	<b>Full-Time Equivalent</b>		<b>Remarks</b>
	<b>Prime Contractor</b>	<b>Subcontractor</b>	
Warehouse Worker			
Payroll/Clothing Clerk			
IT Systems Administrator			
Information Technology Specialist			
IT Assistant			
Postmaster			
Mail Clerk			
Receptionist			
PBX Operator			
Student Intern/WBL			
<b>Support:</b>			
Executive Assistant (CD)			
Administrative Assistant			
Secretary			
Clerical			
Other Administrative Positions (Specify)			
<b>Subtotal Administrative Personnel</b>			
<b>TOTAL Administrative Personnel</b>			

# ATTACHMENT J-4 – STAFFING CHART

Line 18 Facilities Maintenance	Full-time Equivalent		Remarks
	Prime Contractor	Subcontractor	
Maintenance Manager			
Maintenance Supervisor			
Maintenance Engineer			
Maintenance Technician			
Maintenance Mechanic			
Maintenance Worker			
Maintenance Helper			
Maintenance Custodian			
Senior Custodian			
Utility Worker			
Groundskeeper			
Janitor			
Student Intern/WBL			
<b>Support:</b>			
Administrative Assistant			
Secretary			
Clerical			
Other Facility Maintenance Positions (Specify)			
<b>Subtotal Facilities Maintenance Personnel</b>			
<b>TOTAL Facilities Maintenance Personnel</b>			

# ATTACHMENT J-4 – STAFFING CHART

Line 20 Security Personnel	Full-time Equivalent		Remarks
	Prime Contractor	Subcontractor	
Security Manager			
Security Supervisor			
Safety/Security Manager			
Safety/Security Supervisor			
Senior/Lead Security Officer			
Security Officer			
Security Guard			
Front Gate Officer			
Substitute Security Officer			
Safety Officer			
Fire Chief			
Student Intern/WBL			
<b>Support:</b>			
Administrative Assistant			
Secretary			
Clerical			
Other Security Positions (Specify)			
<b>Subtotal Security Personnel</b>			
<b>TOTAL Security Personnel</b>			
<b>TOTAL FULL-TIME EQUIVALENT STAFF</b>			
Total Contractor Staff			
Total Subcontracted Staff			
Total National Training Contractor Staff			
<b>TOTAL FTE</b>			

# ATTACHMENT J-4 – STAFFING CHART

OUTREACH, ADMISSIONS, and CAREER TRANSITION SERVICES			
	Full-Time Equivalent		
	Prime Contractor	Subcontractor	Remarks
OA/CTS Director			
Outreach & Admissions Manager			
Outreach & Admissions Supervisor			
Career Transition Services Manager			
Career Transition Services Supervisor			
OA Coordinator			
Admissions Counselor			
Quality Assurance Specialist			
Career Transition Services Specialist			
Job Developer			
Transition Counselor			
WBL Specialist/Coordinator			
Student Intern/WBL			
<b>Support:</b>			
Administrative Assistant			
Secretary			
Clerk			
Other OA/CTS Positions (Specify)			
<b>Subtotal OA &amp; CTS Personnel</b>			
<b>TOTAL OA &amp; CTS Personnel</b>			